



LOS ANGELES COUNTY DEVELOPMENT AUTHORITY  
invites applications for the position of:

# Principal Management Analyst - Employee Development Analyst IV

An Equal Opportunity Employer

**SALARY:** \$40.57 - \$59.65 Hourly  
\$84,385.60 - \$124,072.00 Annually

**OPENING DATE:** 12/14/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**PRINCIPAL MANAGEMENT ANALYST-  
EMPLOYEE DEVELOPMENT  
(ANALYST IV)  
ADMINISTRATIVE SERVICES/HUMAN RESOURCES  
REGULAR POSITION**

The Los Angeles County Development Authority (LACDA) is a dynamic and innovative local government agency created in 1982 by the Los Angeles County Board of Supervisors. The agency is an industry leader in four (4) core service areas: affordable housing, and community, economic, and housing development. Funded primarily with federal grants, the LACDA prides itself on sponsoring new solutions to local issues and forming partnerships with private and public agencies. To learn more about the agency's work in support of its mission to Build Better Lives and Better Neighborhoods, please visit [www.lacda.org](http://www.lacda.org).

**THE ROLE:**

The LACDA is seeking a highly seasoned, intuitive, and resourceful senior HR professional with a well-rounded generalist background to drive a broad range of specialized HR projects creatively, adeptly, and resourcefully in the spirit of enhancing and supporting employee professional growth and retention. This person will be a technical expert in two or more of the following HR areas: employee relations, training and development, strategic planning and talent acquisition, classification and compensation, benefits and leave administration.

Through proactive consultation, assessment, and analysis, you will be responsible for recommending, creating, managing, and providing quality employee training and development efforts and resources in support of organizational goals, holistically with a focus on best business practices. This HR professional will also coordinate and manage a variety of specialized HR projects and may lead team efforts in support of unit goals.

This is an exciting time for LACDA--Come and help shape the future of our team!

**ESSENTIAL JOB DUTIES:**

**KEY RESPONSIBILITIES INCLUDE:**

- Functioning as a strategic partner with agency management and supporting divisions with workforce planning, policy development and administration, training and development, succession planning and mentoring/coaching.
- Providing professional consultation, as a seasoned HR professional, to employees and management on a variety of HR matters, including but not limited to employee relations liaison activities, policy interpretation and application, strategic planning and staffing, absence management and interactive process, training, and development.
- Analyzing trends and developing metrics to assess the operational needs of divisions in partnership with the employee relations team; you will function as a training liaison and resource, identifying training needs for operating divisions and executive coaching needs, including personally developing and conducting trainings when necessary.
- Working closely with the employee relations team, HR team members, management, and employees to improve work relationships, build morale, and increase productivity and retention for LACDA.
- Recommending improvements for operational efficiency, including opportunities to update our practices and policies as well as organizing record keeping and participating in unit auditing activities.
- Managing the sourcing and procurement of HR related services in support of training needs and organizational objectives.

**COMPETENCIES FOR SUCCESS IN THIS ROLE:**

- **Cultivating & Maintaining Professional Relationships:** Establishing rapport and maintaining mutually productive relationships
- **Critical Thinking:** Analytically and logically assessing information

- **Professional Integrity & Ethics:** Displaying honesty, adherence to principles, and personal accountability
- **Professional & Technical Expertise:** Applying technical subject matter to the project at hand
- **Strategic Perspective:** Assessing immediate actions in context of achieving long range objectives
- **Valuing Diversity:** Appreciating the benefits of varied backgrounds and cultures in the workplace
- The ability to maintain professional composure and self-control under pressure

#### **QUALIFICATIONS:**

- Bachelor's Degree in Human Resources Management, Public Administration, Organizational Development, or related social science field is required.
- Master's Degree in HR Management, Public Administration or a related field is desirable.
- At least 5 years of direct and progressively responsible experience performing professional human resources duties; examples of which may include managing employee relations matters, assessing and conducting multi-level talent acquisition, organizational assessment and strategic planning and developing and presenting trainings across a wide variety of employment classes.
- At least two years in an HR supervisory capacity **or** one year in a verifiable HR lead capacity with a desire for future leadership growth.
- SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) or IPMA certification is highly desirable.

The most qualified candidate will possess:

- The ability to perform a wide variety of professional HR work with minimal direction.
- Exceptional, professional communication skills, both verbally and in written form.
- A demonstrated commitment to professional integrity, confidentiality, diplomacy, and discretion.
- Exceptional project, time management, organizational and recordkeeping skill.
- Self-motivation and be a team-oriented, results-driven, resourceful, confident professional with a keen sense of objectivity and fairness.
- The skill to develop solutions for the future with an appreciation of the value of institutional history.

Your well-rounded HR expertise has well prepared you to effectively assess, evaluate and develop programs to best support the development of agency-wide teams. If you are solution oriented with eyes on the future, come help us address today's workplace challenges with an eye on tomorrow!

#### **ADDITIONAL INFORMATION:**

NOTE: Salary compensation is dependent on qualifications (experience, education, skills and abilities). Initial salary placement is generally made at the beginning to mid-point of the posted range. New hires are not eligible to start at the maximum of the posted range.

Successful applicants must possess a valid California Class C Driver's License, an acceptable driving record and comply with the LACDA's Motor Vehicle Safety Policy during the course of employment.

Successful applicants must complete a background investigation, Live Scan fingerprint search, pre-employment physical and drug screening prior to appointment.

To be considered, all qualified applicants are encouraged to apply online. In the Work Experience section of your online application clearly describe your experience as it relates to the qualifications. Failure to provide this information may result in eliminating your application from further consideration.

For each job held, give the name and address of your employer, your job title, beginning and ending dates, and description of work performed.

Please answer ALL supplemental questions completely. If your application is incomplete, it may be rejected at any stage of the examination process.

Please include a resume and cover letter with your application.

**When creating your cover letter, please ensure you answer these questions:**

**Do you have experience dealing with: employee relations, training and development, strategic planning and talent acquisition, classification, and compensation, and or benefits and leave administration?**

**What makes you uniquely qualified for this position?**

Note that a resume cannot be substituted for any section of the online application and/or supplemental application. Work experience must be supported by the experience in your application. "See resume" is not an acceptable answer.

Three (3) professional references must be included in the "Reference" section of the application at the time of filing.

An assessment exercise may be conducted.

**FILING DEADLINE: Apply Immediately; A first review of applications will take place by December 28th and this recruitment may close at any time.**

**RECRUITMENT NUMBER: 21087**

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.lacda.org>

Job #21087  
PRINCIPAL MANAGEMENT ANALYST - EMPLOYEE  
DEVELOPMENT ANALYST IV  
VI

OUR OFFICE IS LOCATED AT:  
700 W. Main Street  
Alhambra, CA 91801  
626-262-4511  
[HR.Recruiter@lacda.org](mailto:HR.Recruiter@lacda.org)

An Equal Opportunity Employer

---

### **Principal Management Analyst - Employee Development Analyst IV Supplemental Questionnaire**

- \* 1. What is your highest level of education achieved?
    - Bachelor's degree or higher in human resources management, public administration, organizational development, or related social science field
    - Master's or advanced degree
  - \* 2. How many years of experience do you have performing professional human resources duties? This is defined as performing duties that require interpretation, judgment and application of defined principles, best business practices and applicable regulations.
    - Less than five (5) years
    - At least five (5) but less than six (6) years
    - Six (6) years or more
  - \* 3. In which areas of Human Resources do you have the most technical expertise? (select all that apply):
    - Employee relations,
    - Training and organizational development,
    - Strategic workforce planning and talent acquisition
    - Classification and compensation,
    - Benefits and leave administration.
  - \* 4. Describe your experience in any of the Human Resources functional areas listed below. Include your specific assignment, duties performed, and level of responsibility. o Employee relations, o Training and organizational development, o Strategic workforce planning and talent acquisition o Classification and compensation, o Benefits and leave administration.
- \* Required Question